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# RADIOTELEPHONE PROCEDURE

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Reference: ACP 125(C) March 1965

## 1. GENERAL

a. Adherence to prescribed procedure is mandatory. Unauthorized departures from or variations in prescribed procedure invariably create confusion, reduce reliability and speed, tend to nullify security precautions, and are prohibited. If the procedure prescribed herein does not cover a specific operating requirement, initiative and common sense should suffice.

b. Write or plan message before transmitting.

c. Listen before pressing PUSH-TO-TALK switch.

d. Speak clearly and slowly.

e. Keep transmissions as brief as possible.

## 2. PHONETIC ALPHABET

a. When necessary to identify any letter of the alphabet, the standard phonetic alphabet shall be used. This alphabet is as follows:

Letter	Spoken As	Letter	Spoken As	Letter	Spoken As
A	ALFA	J	JULIETT	S	SIERRA
B	BRAVO	K	KILO	T	TANGO
C	CHARLIE	L	LIMA	U	UNIFORM
D	DELTA	M	MIKE	V	VICTOR
E	ECHO	N	NOVEMBER	W	WHISKEY
F	FOXTROT	O	OSCAR	X	X-RAY
G	GOLF	P	PAPA	Y	YANKEE
H	HOTEL	Q	QUEBEC	Z	ZULU
I	INDIA	R	ROMEO		

b. Difficult words or groups within the text of plain text messages may be spelled, using the phonetic alphabet and preceded by the proword I SPELL. If the operator can pronounce the word to be spelled, he will do so before and after the spelling to identify the word.

c. Where a text is encrypted, the groups will be transmitted by the phonetic equivalents of the individual letters.

### 3. PRONUNCIATION OF NUMERALS

a. When numerals are transmitted by radiotelephone, the following rules for their pronunciation will be observed:

<i>Numeral</i>	<i>Spoken As</i>	<i>Numeral</i>	<i>Spoken As</i>	<i>Numeral</i>	<i>Spoken As</i>
Ø	ZERO	4	FO-WER	7	SEVEN
1	WUN	5	FI-YIV	8	ATE
2	TOO	6	SIX	9	NINER
3	THUH-REE				

b. Numbers will be transmitted digit by digit except that exact multiples of hundreds and thousands may be spoken as much.

<i>Number</i>	<i>Spoken As</i>
44	FO-WER FO-WER
9Ø	NINER ZERO
136	WUN THUH-REE SIX
5ØØ	FI-YIV-HUN-DRED
1478	WUN FO-WER SEVEN ATE
7ØØØ	SEVEN THOW-ZAND
16ØØØ	WUN SIX THOW-ZAND
812681	ATE WUN TOO SIX ATE WUN

### 4. COMPONENT PARTS OF A MESSAGE

A message contains three parts: heading, text, and ending.

a. The heading will always include a call.

**Example.** (Full call) PEBBLE GRIPS 6—THIS IS MORNING BASKET 31.

1. PEBBLE GRIPS 6—call sign of station called (addressee).
2. THIS IS—proword found in heading of every transmission.
3. MORNING BASKET 31—call sign of calling station (originator).

b. The call sign of the called station may be omitted when the call is part of an exchange of transmissions between stations and when no misunderstanding will result.

**Example.** (Abbreviated call) THIS IS PEBBLE GRIPS 6.

- c. The following prowords when needed and used in the heading of a message should appear in the following sequence:

MESSAGE FOLLOWS — READ BACK — TIME — RELAY  
— FROM — TO — GROUPS — BREAK.

**Example.** RECENT JACKS 6—THIS IS MORNING BASKET 31—MESSAGE FOLLOWS—READ BACK—TIME 1642S—RELAY—FROM MORNING BASKET 31—TO PEBBLE GRIPS 6—BREAK—TANKS REPORTED IN WOODS TO RIGHT FLANK—BREAK—AUTHENTICATION IS ALFA — OVER.

d. The text may consist of plain language, code, or cipher groups.

e. The ending must include one of the terminating prowords, OVER or OUT, but never both.

## 5. PROWORDS AND THEIR MEANINGS

Prowords are pronounceable words or phrases that have been assigned meanings for the purpose of expediting message handling on circuits where radiotelephone procedure is employed. The following prowords are authorized for general use.

<i>Proword</i>	<i>Explanation</i>
ALL AFTER	The part of the message to which I have reference is all that which follows _____.
ALL BEFORE	The part of the message to which I have reference is all that which precedes _____.
BREAK	I hereby indicate the separation of the text from other parts of the message.

<i>Proword</i>	<i>Explanation</i>
<b>CORRECTION</b>	An error has been made in this transmission. Transmission will continue with the last word correctly transmitted. An error has been made in this transmission (or message indicated). The correct version is _____. That which follows is a corrected version in answer to your request for verification.
<b>DISREGARD THIS TRANSMISSION</b>	This transmission is in error. Disregard it. (This proword shall not be used to cancel any message that has been completely transmitted and for which receipt or acknowledgement has been received.)
<b>DO NOT ANSWER</b>	Stations called are not to answer this call, receipt for this message, or otherwise transmit in connection with this transmission. (When this proword is employed, the transmission shall be ended with the proword OUT.)
<b>EXEMPT</b>	The addressee designations immediately following are exempted from the collective call.
<b>FIGURES</b>	Numerals or numbers follow.
<b>FROM</b>	The originator of this message is indicated by the address designation immediately following.
<b>GROUPS</b>	This message contains the number of groups indicated by the numeral following.
<b>GROUP NO COUNT</b>	The groups in this message have not been counted.
<b>INFO</b>	The addressee designations immediately following are addressed for information.
<b>I READ BACK</b>	The following is my response to your instructions to read back.
<b>I SAY AGAIN</b>	I am repeating transmission or part indicated.
<b>I SPELL</b>	I shall spell the next word phonetically.
<b>I VERIFY</b>	That which follows has been verified at your request and is repeated. (Used only as a reply to VERIFY.)

<i>Proword</i>	<i>Explanation</i>
<b>MESSAGE FOLLOWS</b>	A message that requires recording is about to follow. (Transmitted immediately after the call.)
<b>NUMBER</b>	Station serial number.
<b>OUT</b>	This is the end of my transmission to you and no answer is required or expected.
<b>OVER</b>	This is the end of my transmission to you and a response is necessary. Go ahead; transmit.
<b>RADIO CHECK</b>	What is my signal strength and readability; i.e., how do you hear me?
<b>READ BACK</b>	Repeat this entire transmission (or part indicated) back to me exactly as received.
<b>RELAY</b>	Transmit this message to all addressees.
<b>ROGER</b>	I have received your last transmission satisfactorily.
<b>SAY AGAIN</b>	Repeat all of your last transmission. (Followed by identification data, means repeat part indicated.)
<b>SILENCE</b>	Cease transmissions immediately. Silence will be maintained until instructed to resume. (When an authentication system is in force, transmissions imposing silence are to be authenticated.)
<b>SILENCE LIFTED</b>	Resume normal transmissions. (Silence can be lifted only by the station imposing it or by higher authority. When an authentication system is in force, transmissions lifting silence are to be authenticated.)
<b>SPEAK SLOWER</b>	Your transmission is at too fast a speed. Reduce speed of transmission.
<b>THAT IS CORRECT</b>	You are correct or what you have transmitted is correct.
<b>THIS IS</b>	This transmission is from the station whose designation immediately follows.

<i>Proword</i>	<i>Explanation</i>
<b>TIME</b>	That which immediately follows is the time or date-time group of the message.
<b>TO</b>	The addressees whose designation immediately follows are to take action on this message.
<b>UNKNOWN STATION</b>	The identity of the station with which I am attempting to establish communication is unknown.
<b>VERIFY</b>	Verify entire message (or part indicated) with the originator and send correct version. (Used only at the discretion of or by the addressee to which the questioned message was directed.)
<b>WAIT</b>	I must pause for a few seconds.
<b>WAIT OUT</b>	I must pause longer than a few seconds.
<b>WILCO</b>	I have received your message, understand it, and will comply. (Used only by the addressee. Since the meaning of ROGER is included in that of WILCO, the two are never used together.)
<b>WORD AFTER</b>	The word of the message to which I have reference is that which follows _____.
<b>WORD BEFORE</b>	The word of the message to which I have reference is that which precedes _____.
<b>WORDS TWICE</b>	Communication is difficult. Transmit(ing) each phrase (word or code group) twice. (May be used as an order, request, or information.)
<b>WRONG</b>	Your last transmission was incorrect. The correct version is _____.

## 6. ESTABLISHING A NET

The use of procedure as prescribed herein shall be followed when either opening a net for the first time or reopening a net. The following is an example of call signs showing the establishment of a four-station net:

**LUCKY SIZES**  
(collective call)

**LUCKY SIZES 3**—net control station  
(NCS)

**LUCKY SIZES 4**—subordinate station

**GAUDY HARPS 6**—subordinate station

**RECENT JACKS 10**—subordinate  
station

At a designated time or when ready to establish the net,  
**LUCKY SIZES 3** transmits:

**LUCKY SIZES—THIS IS LUCKY SIZES 3—OVER.**

Each subordinate station then answers the collective call in alphabetical and numerical order, using a full call.

## **7. RADIO CHECK**

The following will be used when answering a **RADIO CHECK**:

*a.* **ROGER**—received your transmission loud and clear. (If other than loud and clear, it must be described with words in subparagraphs *b* and *c* below.)

*b.* Report of signal strength—**LOUD, GOOD, WEAK** or **VERY WEAK**.

*c.* Report of readability—**CLEAR, READABLE, DISTORTED,** or **WITH INTERFERENCE**.

**Example. LOUD WITH INTERFERENCE.**

## **8. AUTHENTICATION**

Authentication is a security measure designed to protect a communication system against fraudulent transmissions. When authentication is required, it will be accomplished in accordance with the prescribed authentication system (AR 380-52).

## **9. PRECEDENCE DESIGNATIONS**

*Precedence  
Designation*

*Order of Handling*

**FLASH**

Ahead of all other messages. Messages of lower precedence will be interrupted.

*Precedence  
Designation*

*Order of Handling*

<b>IMMEDIATE</b>	Ahead of all other messages of lower precedence. Messages of lower precedence will be interrupted. Requires immediate delivery to addressee(s).
<b>PRIORITY</b>	Ahead of all other messages of lower precedence except that routine messages being transmitted will not be interrupted unless they are exceptionally long.
<b>ROUTINE</b>	After all messages of higher precedence.

**10. ACKNOWLEDGEMENTS**

**ACKNOWLEDGE** Instructional word used by the originator of a message to ask the addressee—HAVE YOU RECEIVED MY MESSAGE, DO YOU UNDERSTAND IT, and CAN YOU COMPLY. When ACKNOWLEDGE is used, it is placed as the last word of the text prior to the terminating proword. If the addressee received the message, understands it, and can comply, he uses the proword WILCO to receipt for the message. If any one other than the addressee receives the message, the receipt will be ROGER.

**Example.** LINE CASTER 16—THIS IS LINE CASTER 6—MESSAGE NUMBER 3—MOVE TO CHECK POINT ALFA AT 1630 HOURS—ACKNOWLEDGE—OVER. THIS IS LINE CASTER 16—WILCO—OUT (Response by addressee).

THIS IS LINE CASTER 16 ALFA—ROGER—OUT  
(Person other than addressee.)

LINE CASTER 6—THIS IS LINE CASTER 16 ALFA—REFERENCE MESSAGE NUMBER 3—WILCO—OUT  
(Person other than addressee, providing addressee has authorized the acknowledgement.)